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GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE  
DIRECTORATE GENERAL OF FOREIGN TRADE

**PUBLIC NOTICE NO. 53 / (2015-2020)**  
NEW DELHI: DATED THE 5 January, 2016

**Subject: -Introduction of Para 2.14(A) in the Handbook of Procedure (2015-20).**


In exercise of powers conferred under paragraph 2.04 of the Foreign Trade Policy, 2015-2020, the Director General of Foreign Trade hereby introduces Para 2.14(A) in the Handbook of Procedure which reads as under:

**2.14 (A) Modification/Change in Branch Office/Head Office/Registered Office Address in IEC involving a shift in jurisdictional RA:**

When an IEC holder seeks modification/change of Branch Office/Head Office/Registered Office address in its IEC and which involves a shift in its jurisdictional RA, a request to that effect will have to be made to the new RA to whose jurisdiction the applicant is shifting its Office. A copy of this request with application details is to be submitted to the old RA from where the original IEC was issued.

On the basis of this request, the old RA (the custodian of the IEC file till now) will transfer the IEC file to the new RA (the new custodian) which shall make appropriate amendment based on the transferred file and fresh documents submitted to it by the applicant. The new RA shall allow the person in its new address to carry out necessary functions and also apply for eligible benefits as per FTP.

**2. Effect of this Public Notice:** Procedure for modification/change in Branch Office/Head Office/Registered Office Address in IEC involving a change in jurisdictional RA is laid down.

  
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